

# 1.0 Description of Location



The headquarters of Hako-Werke are situated on the western outskirts of the small German town of Bad Oldesloe, near the city of Hamburg and in close proximity to the motorways A1 and A21.

The company's grounds extend to around 100.000m<sup>2</sup>, of which 35,000m<sup>2</sup> are built upon. The main buildings house the administration and production. Situated in the 20.000 m<sup>2</sup> production building are the departments responsible for development, experimental prototypes, pre-production, assembly, storage, spare parts as well as the surface treatment plant and the canteen.

In Bad Oldesloe you can also find the central administration, purchasing department, sales, personnel, logistic, finance and accounts, quality assurance and control.

The surrounding area extends to around 65,000 m<sup>2</sup> and in part includes neighbouring brown field development, as well as being marked by natural boundaries and substantial tree coverage.

The parking area is made attractive by 25yr old plane trees. The surface water from the parking area flows to a depression in the ground where it can naturally seep away.

The presentation of the green spaces and plantings is regularly maintained by a team of external landscape gardeners.



## Allocation of Workspace

Workspace in m <sup>2</sup>	period under review				
	2000	2001	2002	2003	2004
Manufacturing	11.140	11.140	12.750	13.009	13.009
Material-logisitic	5.000	5.000	4.800	4.800	4.800
Sales	3.400	3.400	2.100	1.751	1.751
Administration	2.800	2.800	2.800	2.800	2.800
Development	2.500	2.500	2.500	2.500	2.500
Others	1.635	1.635	1.836	1.836	1.836
Cellar	1.100	1.100	1.100	1.100	1.100
Training	400	400	400	400	400
Quality Control	150	150	170	170	170

## 2.0 Introduction by the Company Directors



### **The satisfied customer is central to all our activities.**

Since the beginning of the 1950's the brand name Hako has been associated with quality products for floor cleaning and grounds maintenance.

Today Hako is one of the world leading manufacturers of superior technology for cleaning machinery inside and out and is well known in all major markets.

Customer satisfaction is our highest aim and is central to all we do. That is why we see it as our objective to provide specialist advice as well as user friendly and safe quality products for the widest usage. This also includes a broad choice of services as well as excellent after sales advice.

To achieve this we have a substantial team of dependable first rate employees in Germany, Europe and Overseas.

Our Slogan...

**“Superior technology for a cleaner, more pleasant environment”**

is our commitment and obligation as we serve our customers and the environment.



**Board of Directors Hako-Werke GmbH**

Bad Oldesloe {From left to right}

**Bernd Heilmann** {Marketing and Sales}

**Ernst-Juergen Gehrke** {Bus. Dvpt/Production}

## 3.0 Environmental Guidelines



Through the use of suitable equipment and organisational expertise we at Hako-Werke guarantee a responsible and far-sighted use of natural resources.

We have firmly laid down our commitment to the protection of the environment within the following environmental guidelines. These apply to the site at Bad Oldesloe.

At Hako-Werke we are also determined to improve the living and environmental quality of our geographical location. Protection of the environment is one of the main aims of the Hako group; it is not just an isolated one-off task, but a firmly anchored part of the integrated management system and of the company guidelines.

In its drive towards the highest possible product quality Hako strives to fulfil all environmental standards as well as adhering to every legal regulation and requirement.

Measures to achieve an environmentally friendly design of our products have already been taken into account in the development and specification of new products. In addition we are also aiming at an ecological way of looking at the whole production cycle starting with design then production, usage, recycling and disposal of our products.

With the environmental guidelines put in place by the management, we have defined our ecological policy and acknowledge the need for a more integrated strategy for the protection of the environment. With this in mind we start by looking at what causes damage to the environment, evaluating early on the effects of the production processes and the end products on the environment. We consequently include the results in the decisions and the strategies of the company.

## 3.0 Environmental Guidelines



Suitable procedures and measures for control and safe guarding have been established. In the whole process chain, from development to the finished product, there are people in place at all levels within the company that are responsible for the implementation and monitoring of all environmental measures.

It is for this reason that the company offers further training and support to all its employees whose roles have an ecological impact, so that they are fully able, in the future, to actively further the protection of the environment at their place of work.

All measures that are in place on site are regularly checked and continually improved through the use of environmental study groups.

Our aims towards continual improvement are laid down in the environmental programme and are presented in index form and verified yearly.

It goes without saying that a good working relationship with the authorities and the public are important to us. In addition to this we aim to achieve environmental data that is equal to the national bench-mark, so as to show conclusively and publicly, that our environmental policy and our existing Environmental Management System (EMS) meet the national standard.

Hako Werke GmbH  
Bad Oldesloe

**Ernst-Juergen Gehrke**  
Director  
Bus. Dvpt / Production

**Bernd Heilmann**  
Director  
Marketing and Sales